

~~CONFIDENTIAL~~

28 January 1956

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Comprehensive Review of Clearance Procedures  
for Personnel Leaving Agency Employ.

1. A case came to my attention recently in which an employee, after having resigned from the Agency, received notification that he had been overpaid by some \$500.00 in 1952. The notification was accompanied by a request for immediate refund to the Agency and information that his final paycheck would be withheld pending receipt thereof.

2. This particular case has been taken care of. However, in discussing it with the various components and individuals responsible for our error I am convinced that there are a multitude of points in the Agency which might have something to contribute to the final deprocessing of an individual in order to ensure that his business, financial or otherwise, with us is terminated simultaneously with his employment. I am also convinced that a comprehensive study of these procedures is in order and would like to have the Management Staff undertake such a study at its earliest convenience, obtain the concurrences of other interested offices if possible, and submit its report and recommendations to me.

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L. K. WHITE  
Deputy Director  
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